



Example of Materials Clerk Job Description

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Our growing company is looking for a materials clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for materials clerk

- Performs clerical duties related to the allocation, distribution, substitution and administration of materials in inventory, warehouse or stock
- Coordinate MRB meetings on a weekly basis to review the disposition for non-conforming materials
- Maintain correct inventory on all parts for assemblies to accurately track in-house part stock
- Coordinate any necessary repairs to defective parts to ensure corrective measures are taken
- Release repaired material to the appropriate department for production continuance or to the shipping department to ensure NCM material is returned to the supplier
- Issue a Supplier Corrective Action Request (SCAR) letter to suppliers to inform the supplier of non-confirming material occurrences in order to control the supplier rating conformance reports to maintain quality parts from supplier
- Log in Non-Conforming Material Discrepancy Report (NCMDR) information into the computer system to maintain current information on defective parts
- Review, file and distribute proper documentation regarding defective parts to appropriate departments to process or return defective parts
- Review all non-conforming materials from production or receiving and verify the information associated with the material is accurate to ensure proper processing of the material
- Ensure all NCM materials are in a secured designated NCM lock up area on

Qualifications for materials clerk

- Minimum one (1) year experience as a Materials Management Clerk or similar position
- Demonstrated ability to prioritize multiple tasks, goals and objectives of self and team highly preferred
- Obtain certifications and qualifications required to perform job, including hazardous material handling training
- Being available for extended workday and workweek overtime
- Must possess knowledge of inspection/examination procedures for classified/sensitive material
- One year of shipping, receiving, or distribution experience